

ACTION CHAIR

Job Description

The Action Chair is an elected member of the Board of Directors. This is one of the most sensitive positions with respect to the League's nonpartisan policy.* The Action Chair will be familiar with League positions and principles and knowledgeable about all levels of League. As a Board member, s/he collaborates in making policy and planning and carrying out League activities.

GENERAL RESPONSIBILITIES

- Understands the duties of Action Chair.
- Understands the duties of other Board portfolios and works with them.
- Recruits and trains volunteers for Action Committee.
- Trains successor and hands over current updated manual.
- Cleans out files and ensures that important papers are archived.

SPECIFIC DUTIES

- Follows city government and school board developments to identify issues of interest to the League.
- Follows statewide issues of interest to League or that are high priorities for the state, and recommends action to the Board.
- Works with Alameda County Leagues' representative to seek agreement for action involving areas of common jurisdiction.
- Recommends actions to the Board for approval. If recommendations are approved, takes action. All such action in the name of the League to be signed by the President and/or Action Chair.
- In an emergency, seeks approval for action from Executive Committee. An example would be when the City Council is considering an issue of interest to the League and there is insufficient time for Board discussion.
- For ballot initiatives, may arrange for proponent and/or opponent to present their position at a Board meeting.
- Reviews current local positions in preparation for January Positions (aka Program) Planning meeting. Suggests changes in positions or new studies to the Board for presentation at Annual Meeting.
- Communicates League positions and advocacy activities using a variety of techniques, such as letters and statements on League position, direct appeals to legislators, newspaper editorials, and letter writing campaigns.
- Writes articles on League action for *The Voter* and sends Action Alerts to League members.

TIME-SPECIFIC DUTIES

Jan.: Submits budget proposal to Budget Committee.

* See LWVA website for Non-Partisan and Diversity policies.

Adopted March 19, 2015